



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 5, 2007

GENERAL LETTER NO. 11-G-AP-3

ISSUED BY: Bureau of Collections
Division of Child Support Recovery, Case Management, and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter G, ***LICENSE SANCTION APPENDIX***,
the following forms:

470-3277 *License Sanction Request for Financial Statement – Payor*, revised
470-3343 *License Sanction Request for Financial Statement – Payee*, revised

Summary

This appendix is revised to update the following forms to incorporate new wording to reflect a lower grade level. Also, the titles of the forms were changed to incorporate the terms “payee/payor” instead of “obligee/obligor:”

- ◆ 470-3277, License Sanction Request for Financial Statement – Payor
- ◆ 470-3343, License Sanction Request for Financial Statement – Payee

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 11, Chapter G, Appendix and destroy them:

<u>Page</u>	<u>Date</u>
470-3277 (before p. 7)	7/07
470-3343 (before p. 9)	7/07

Additional Information

Refer questions about this general letter to your regional collections administrator.

Iowa Department of Human Services
LICENSE SANCTION REQUEST FOR FINANCIAL STATEMENT – PAYOR

Date: _____
Case Number: _____
Worker ID: _____
Child Support Recovery Unit

Tel. _____

You asked for a meeting to talk about losing your licenses*. At the meeting, we will verify the amount of past-due support you owe. You may also qualify to set up a new payment plan. A payment plan can keep licensing agencies from taking your licenses. If you have already lost your licenses due to past due child support, it may help you get them back.

Fill out the attached financial statement and return it to the address listed above. You must return it **within 10 days** of the date shown above.

Why do I need to do this?

Iowa law** allows you to sign a payment plan with us. We use guidelines from the Iowa Supreme Court to figure an amount you must pay. This amount may be different than the amount in your court order.

Does the payment plan change my court order?

No. This plan only allows you to keep your licenses. You still owe all of the support ordered. The balance you owe goes up if:

- You pay only the amount on the payment plan, and
- The payment plan amount is less than the amount in your court order.

You might be eligible to ask for a change in the amount of your court order. If so, we will send you the forms so you can ask for a change in the court order. If your court order changes, it may change to a higher or lower amount. You must pay the amount in your payment plan until your court order is changed. After that, you will have to pay the new court-ordered amount.

What must I do?

Fill out the attached financial statement. Enter the most current information you have. If you need more room to write, use another piece of paper and attach it. Return the form to the address at the top of this page.

If your financial statement is filed with the court, it will be a public record.

Send the completed form to us within 10 days from the date on this letter. Sign the form. Send proof of your income and deductions to the address at the top of this page.

* - This can affect licenses like driver's licenses, hunting/fishing licenses, and professional licenses. Licenses could be denied, suspended, or not renewed.

** - Code of Iowa Chapter 252J

This is a legal notice. You do not need an attorney, but if you have one, tell your attorney that you got this notice.

REMEMBER:

- Fill out the financial statement correctly.
- Sign the form.
- Within 10 days from the date on this letter, return the form to the address on page 1.
- If you haven't already lost a license, you may lose it if you do not send the form to us. You can lose your driver's, professional and recreational licenses or auto registrations.
- We may send forms so you can ask for a change in the court ordered support amount.
- **None of the information in this form is meant to give you legal advice or change your rights.**
- **Our attorney acts only on behalf of the state in legal actions.**

***Policy Regarding Discrimination, Harassment, Affirmative Action,
and Equal Employment Opportunity***

It is the policy of the Iowa Department of Human Services (DHS) to provide equal treatment in employment and provision of services to applicants, employees, and clients without regard to race, color, national origin, sex, religion, age, disability, political belief, or veteran status.

To file a complaint or concern, please contact DHS at:

Iowa Department of Human Services, Diversity Program Unit, 1305 E. Walnut Street, Des Moines, IA 50319-0114;
fax 515-281-4243; or e-mail: stopit@dhs.state.ia.us.

Iowa Department of Human Services
LICENSE SANCTION REQUEST FOR FINANCIAL STATEMENT - PAYEE

Date: _____
Case Number: _____
Worker ID: _____
Child Support Recovery Unit

Tel. _____

The payor on your case may qualify to have one or more* licenses suspended. To qualify, the payor must owe at least three months' worth of support. Payors can sign a payment plan with the Child Support Recovery Unit to keep their licenses.

The payor on your case:

- Asked for a meeting to talk about setting up a payment plan to keep the licenses, or
- Already has a payment plan and asked for a review of the plan.

Fill out the attached financial statement. Return it to us at the address listed above **within 10 days** of the date at the top of this letter.

Why do I need to do this?

Iowa law** allows the payor to sign a payment plan with us. We use guidelines set by the Iowa Supreme Court to figure an amount that must be paid. This amount may be different than the amount in your court order.

Does the payment plan change my court order?

No. This plan only allows the payor to keep licenses or get them back. The payor still owes all of the support ordered.

The payor may ask for a change in the support amount. If so, we will send the payor the forms needed to request a change. This may change the current support in your court order to a higher or lower amount.

What must I do?

Fill out the attached financial statement. Enter the most current information you have. If you need more room to write, use another piece of paper and attach it. Return the form to the address at the top of this page.

* - For example, this can affect licenses like driver's licenses, hunting/fishing licenses and professional licenses. Licenses could be denied, suspended, or not renewed.

** - Code of Iowa Chapter 252J

If your financial statement is filed with the court, it will be a public record.

Send the completed form to us **within 10 days** from the date on this letter. Sign the form. Send proof of your income and deductions. Use the address on page 1 of this letter.

This is a legal notice. You do not need an attorney, but if you have one, tell your attorney that you got this notice.

REMEMBER:

- Fill out the financial statement correctly.
- Sign the form.
- Within 10 days from the date on this letter, return the form to the address on page 1.
- We need your information to figure the amount of the payment plan. If we don't have your information, we use median income or income for your last-known type of job.
- We may send forms so the payor can ask for a change in the court ordered support amount. That could change the amount of support you get.
- **None of the information in this form is meant to give you legal advice or change your rights.**
- **Our attorney acts only on behalf of the state in legal actions.**

*Policy Regarding Discrimination, Harassment, Affirmative Action,
and Equal Employment Opportunity*

It is the policy of the Iowa Department of Human Services (DHS) to provide equal treatment in employment and provision of services to applicants, employees, and clients without regard to race, color, national origin, sex, religion, age, disability, political belief, or veteran status.

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